

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

1700 K STREET
SACRAMENTO, CA 95814-4037
TDD (916) 445-1942
(916) 324-4398

**ADP BULLETIN**

Title PREVENTION ACTIVITIES DATA SYSTEM (PADS) REPORTING PERIOD JULY 1, 2005 THROUGH JUNE 30, 2006		Issue Date: 06-22-05 Expiration Date: 06-30-06	Issue No. 05-04
Deputy Director Approval MICHAEL S. CUNNINGHAM Deputy Director Program Services Division	Function: [] Information Management [] Quality Assurance [] Service Delivery [] Fiscal [X] Administration	Supersedes Bulletin/ADP Letter No. ADP Bulletin Issue No. 04-8	

PURPOSE

The purpose of this bulletin is to:

1. Transmit a copy of the Prevention Activities Data System (PADS) Forms ADP 7235A - G (dated 5/05) for Fiscal Year (FY) July 1, 2005 through June 30, 2006;
2. Transmit a copy of the PADS User's Guide, July 2005, for FY July 1, 2005 through June 30, 2006.
3. Establish new policy due to the introduction of the Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Prevention (CSAP), Strategic Prevention Framework (SPF) for Substance Abuse Prevention and Treatment (SAPT) block grant funded primary prevention services. Use and reporting based on the SPF will be mandatory for all counties and ADP prevention funded providers by July 1, 2006.

DISCUSSION

The current fiscal year for reporting PADS data to the Department of Alcohol and Drug Programs (ADP) will end on June 30, 2005. Counties are required to submit data for each primary prevention provider receiving SAPT primary prevention block grant funds via the county's Negotiated Net Amount (NNA) Contract. This is a reminder that the fourth and final quarterly submission of data for each provider for the period of July 1, 2004 through June 30, 2005, is due to ADP by July 31, 2005.

Enclosed are single copies of the PADS forms and User's Guide for FY 2005-06 which begins on July 1, 2005. These documents are also available via the PADS' web site at www.adp.ca.gov/PADS/padsmain.shtml and ADP encourages counties to direct their prevention providers to obtain these documents through the web. Additional copies will



DO YOUR PART TO HELP CALIFORNIA SAVE ENERGY
For energy saving tips, visit the Flex Your Power website at
<http://www.flexyourpower.ca.gov>

be provided upon request by contacting Kami Browning at (916) 327-4425, kbrowning@adp.state.ca.us or by mail at Department of Alcohol and Drug Programs, Prevention Services, Second Floor, 1700 K Street, Sacramento, CA 95814.

Discussion of No.1. PADS Forms ADP 7235A – G, dated May 2005, for FY July 1, 2005 through June 30, 2006 are enclosed. There is one modification:

ADP 7235A

- Section B, Program Information, No. 3 *ADP Negotiated Net Amount (NNA) Contract Prevention Business Practices* has been changed to *Strategic Prevention Framework*.

Discussion of No. 2. The updated PADS User's Guide, dated July 2005, for FY July 1, 2005 through June 30, 2006 is enclosed. The guide provides direction on how to correctly collect and report PADS data.

Discussion of No. 3. PADS Form ADP 7235A has always included a section which addresses assessment, planning, and evaluation of services for ADP funded primary prevention programs. These areas are addressed in question format based on the guidelines of the source of the prevention funding. Initially, SAPT and Safe and Drug Free Schools and Communities (SDFSC) funding for primary prevention were both disseminated to all 58 counties through the NNA Contract and PADS data was submitted to support the funding. Consequently, the series of questions were formulated to meet both the SDFSC Principles of Effectiveness and the SAPT evidence-based process guidelines. In 2002, the SDFSC funding was removed from the NNA Contract process and the reporting of PADS data to support this funding source was discontinued. At that time, the series of questions were updated to address only SAPT evidence-based processes and were identified as the ADP NNA Contract Prevention Business Practices.

In May 2004, ADP received new policy direction from SAMHSA and CSAP for SAPT funded primary prevention services through the introduction of the Strategic Prevention Framework (SPF). The SPF consists of five steps and aims to enable programs to build the infrastructure necessary for effective and sustainable prevention through a community-based approach. The five SPF steps are similar in nature to the former NNA Prevention Business Practices as they both provide a systematic approach to evidence-based, outcome oriented prevention planning.

This new policy direction has resulted in ADP's decision to update the FY 2005-06 NNA Contract, PADS forms, and PADS User's Guide to replace the NNA Prevention Business Practices with the new SPF steps. ADP recognizes the shift to SPF will impact counties and is therefore providing advance notice by introducing the new language and guidelines now with the objective being that FY 2005-06 will be used to coordinate and transition into the SPF steps. Consequently, the SPF questions in PADS Form ADP 7235A have been phrased to ask about involvement in the transition rather than an expectation that each step has been achieved. (See Exhibit 1 - PADS Form ADP 7235A, Section B, Part 3). Use of the SPF steps will be mandatory for all

counties and ADP prevention funded providers by FY 2006-07 which begins on July 1, 2006.

ADP provides no cost technical assistance (TA) and encourages all counties and prevention funded providers to take advantage of this TA for assistance in the transition to the SPF framework. Technical assistance is available from two primary sources. Counties should contact Prevention by Design at (510) 540-4717 or visit their website at www.preventionbydesign.org. Direct service providers should contact the Community Prevention Institute at (916) 983-9506 or visit their website at www.ca-cpi.org.

The SPF five step approach is as follows:

- (1) **Assessment – Profile population needs, resources, and readiness to address problems and gaps in service delivery.** This involves the: 1) collection, interpretation and analysis of relevant data to define the magnitude and locations of problems within a geographic area/community and identify at risk and underserved populations and environmental risks; 2) assessment of resources which includes cultural competence, identification of service gaps and the identification of existing prevention infrastructure; and, 3) assessment of readiness and leadership to implement and sustain policies, programs, and practices. The assessment results should establish priorities, define terms to assure consensus of understanding, and establish a purpose that unifies commitment through the following SPF steps.
- (2) **Capacity – Mobilize and/or build capacity to address need.** This involves mobilization of resources within a geographic area to address assessed needs. Capacity includes both financial and organizational resources, as well as convening partnerships/coalitions. Readiness, cultural competency, and leadership capacity are addressed and strengthened through education and training. Additionally, capacity should focus on sustainability as well as evaluation.
- (3) **Planning – Develop a comprehensive strategic plan.** This involves applying assessment results to develop a strategic plan that includes policies, programs, and practices based on evidence-based theories. The plan should address issues/problems and priorities identified during assessment as well as resources required. The planning process produces strategic goals, objectives, measurements and performance targets as well as logic models. Plans include milestones and measurable outcomes against which to monitor and gauge performance for both accountability and system improvements. Sustainability should be addressed at every planning and implementation step.
- (4) **Implementation – Implement evidence-based programs and infrastructure activities.** This involves taking actions guided by a strategic plan to implement policies, programs and practices proven to be effective and culturally appropriate. The National Registry of Evidence-Based Programs and Practices (NREPP) is encouraged but not required as it contains few policies or practices. This phase also includes creation of an evaluation plan and collection of process measure data.

(5) Evaluation – Monitor, evaluate, sustain and improve or replace those that fail.

This involves ongoing measuring of process and outcome data of the implemented programs, policies, and practices for effectiveness and sustainability. The data is used to continuously refine and improve prevention services, effectively apply resources and appropriately develop the work force.

The following chart provides examples of key milestones and products for each SPF step.

SPF Step	Key Milestones	Key Products
Step 1: Assessment	<ul style="list-style-type: none"> Collection of data Assessment of data Development of problem statements Identification of potential geographic/community target areas and populations Assessment of readiness, external factors, and potential barriers to success Assessment of organizations, fiscal, and leadership capacity Assessment of cultural competence Analysis of service gaps 	<ul style="list-style-type: none"> Clear, concise, and data-driven problem statement(s) Data sources for ongoing assessment Gap analysis and community program, resource, and service baseline inventory Unifying purpose and priorities
Step 2: Capacity	<ul style="list-style-type: none"> Creation and continuation of partnerships/coalitions Introduction of training and education to promote readiness, cultural competence, leadership, and evaluation capacity Meetings and workshops with key stakeholders, coalitions, and service providers 	<ul style="list-style-type: none"> Capacity report Directory of key stakeholders, leaders, and service providers Partnership/coalition agreements
Step 3: Planning	<ul style="list-style-type: none"> Planning meetings and strategy development sessions Strategic Goals, Objectives, and Performance Targets Logic Model development Draft Strategic Plan Selection of policies, programs, and practices Preliminary Action Plan Development Creation of evaluation plan and identification of measures 	<ul style="list-style-type: none"> Comprehensive Strategic Plan Log Models Preliminary Action Plans Performance Outcomes Evaluation plan and performance measures
Step 4: Implementation	<ul style="list-style-type: none"> Implementation of Strategic Plan Full Action Plan development Acquisition of relevant materials for implementing policies, programs, and practices Identification of an evaluation team Implementation of Evaluation Plan Collection of process data 	<ul style="list-style-type: none"> Action Plans Identified effective policies, programs, and practices
Step 5: Evaluation	<ul style="list-style-type: none"> Collaboration with evaluation team Process Evaluation Collection of required data Review of effectiveness of policies, programs, and practices Development of recommendations for quality improvement based on measurements 	<ul style="list-style-type: none"> Evaluation Report and updates Recommendations for continuous quality improvement

REFERENCES

Negotiated Net Amount (NNA) Contract

BACKGROUND

ADP Bulletin – Issue No. 04-8

PREVENTION ACTIVITIES DATA SYSTEM (PADS)

REPORTING PERIOD JULY 1, 2004 THROUGH JUNE 30, 2005

May 5, 2004

QUESTIONS/MAINTENANCE

Direct any PADS related issues to Kami Browning at (916) 327-4425 or by e-mail at kbrowning@adp.state.ca.us. The PADS' web page is also a good source of information and is located at www.adp.ca.gov/PADS/padsmain.shtml.

Direct any SPF related questions to Paul Brower at (916) 323-6419 or by e-mail at pbrower@adp.state.ca.us.

EXHIBITS

- (1) Prevention Activities Data System (PADS) Forms ADP 7235A-G (revised 5/05) for FY July 1, 2005 through June 30, 2006.
- (2) PADS User's Guide dated July 2005 for FY July 1, 2005 through June 30, 2006.

DISTRIBUTION

County Alcohol and Drug Program Administrators
County Alcohol and Drug Program PADS Contacts
Strategic Local Government Services, LLC
Director's Advisory Council
Community Prevention Institute
Prevention by Design